

POSITION DESCRIPTION

Position Title: **HATCHERY OPERATIONS MANAGER**

Category: Full time, regular, full benefits

Payroll Classification: Annual Salary, Exempt

Organizational Unit: Hatchery Support

Location: Cordova Administrative Office/Anchorage Distribution Center

Customary Work Hours: 8:00 – 5:00, Monday - Friday

Supervisor's Title: General Manager/CEO

Effective Date: January 5, 2018

Approved By: _____ Date: _____

Basic Function: The Hatchery Operations Manager basic functions: 1) oversee all non-fish culture hatchery operations and staff involved in these tasks including the M/V *Alaskan Challenger*, 2) prepare annual budgets with hatchery managers for each facility and the annual budget for the Anchorage Distribution Center (ADC) to present the General Manager/CEO, 3) to work on a daily basis with the General Manager/CEO and members of the top management team to carry out the directives of the Board, 4) oversee the safety and compliance programs for all of the facilities operated by PWSAC. This position is one of the top management positions within PWSAC.

Primary Responsibilities: The primary responsibilities of the position are to administer effective operations at all hatchery locations, in areas integral to operations which include Hatchery Managers, Logistics and Procurement staff, and M/V “Alaska Challenger” crew, to ensure efficient collaboration and coordination between relevant departments. Ensure PWSAC has obtained all necessary permits to operate in compliance with regulations, and engage as necessary with State and Federal agencies.

Description of duties and tasks:

1. Hatchery Operations

Oversee all hatchery operations to ensure efficient operations. Work with production manager to determine activities and support hatchery managers in meeting operational requirements Coordinate with appropriate staff on capital projects to ensure efficient operations and minimal disruptions to hatchery operations.

2. Logistics (Anchorage Distribution Center)

Directly oversee Logistics and Procurement staff in the ADC. Review and monitor hatchery purchasing reporting systems; ensure an effective and efficient method to record, summarize and file hatchery purchasing data is accessible for planning.

Develop the weekly barge schedule (M/V *Alaska Challenger*), and coordinate with dispatch any alternative freight delivery methods as needed.

Track Logistics and Procurement activities to confirm expenditures are within budget. Train, provide assignments and directions to ADC staff according to their job descriptions and duties, as well as assess performance on a scheduled basis.

Coordinates with the Hatchery Managers and Logistics, the hatchery commissary program to ensure food is stored in an appropriate manner while waiting to be shipped, supplies are delivered in a timely fashion , and orders are consolidated for efficiency.

3. Safety Program Development and Implementation

Monitor and ensure implementation of hatchery safety program, hatchery dive program and related functions, annual review and implementation of the corporate Safety Manual, on-site reviews and hazard surveys; implementation of Assistant Hatchery Managers' duties relating to safety, yearly schedule of required safety drills.

4. Environmental Compliance

Ensure environmental compliance with appropriate State and Federal regulatory agencies via submission of necessary reporting and record keeping.

5. Permitting

Monitor all necessary Environmental, Health and Safety permits to ensure compliance. Work with appropriate agencies to ensure corporation obtains all necessary permits for operations along with any special projects as assigned.

6. Administrative and Managerial Duties

With support from staff, is responsible for all purchasing, shipping, storage, inventory, of supplies and materials. Ensures a filing system for records of purchases and tracking system for supplies passing through the ADC is maintained. Supervise Hatchery Managers, Procurement and Logistics staff and M/V *Alaskan Challenger* crew. Work with human resources staff regarding employee hires, annual reviews, promotions, and dismissals. Work with accounting staff to ensure purchases are approved in the budget and properly coded. Work with hatchery staff to ensure materials and supplies are coordinated for efficient shipping.

Essential Functions: Work performed at the designated location will include the ability to move about freely; work outdoors in all weather

conditions; ability to lift and carry 30 pounds; ability to climb stairs and ladders; work around loading equipment and transportation vans and trailers; ability to climb aboard and about vessels and small aircraft. Must be able to read, write, speak and understand the English language. Able to travel within the Prince William Sound area. Must be able to hear and see to receive verbal, hand and written instructions. Must be familiar with the use of Microsoft office computer products.

Minimum qualifications:

- a. Incumbent must be able to demonstrate well-developed supervisory, management skills and abilities.
- b. Strong negotiation and communication skills with suppliers and vendors.
- c. Strong working knowledge of accounting, budgeting and related fiscal matters is needed.
- d. Thorough working knowledge of purchasing policies, processes and procedures.
- e. Familiar with the Alaska Department of Fish and Game salmon management.
- f. Familiarity with computer hardware and software is needed, including: spreadsheet and word processing software.
- g. Strong corporate, strategic and operational planning experience.
- h. Excellent written and verbal communication skills, including: ability to communicate professionally with people throughout the organization and external contacts.
- i. Must have a current driver's license and pass a pre-employment drug test.

Unique Qualifications (certification, licenses, etc.):

- a. Must possess a minimum of a Bachelor's degree in business administration, fisheries science or related field with a demonstration of business abilities. Highly preferred is a background in the fisheries field and an understanding of remote living conditions in Alaska.

Substitutions:

- Experience in facility logistics, fish hatchery operations with 5 years of supervisory experience and progressively responsible work experience in purchasing, receiving, inventory control or materials management will substitute for the required bachelor's degree.
- b. Must be able to demonstrate strong team management skills and the ability to work with a diverse group of the Corporation's employees, board members and members of the public.
 - c. Must have the ability to make decisions under pressure focusing on the best interest of the remote hatcheries and the expectations of the Corporation.

Positions Supervised:

- Hatchery Managers
- ADC Logistics Lead and Procurement Manager
- Receiving Clerk/Truck Driver and Vessel Crew
- Temporary Staff